



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #20**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** May 1, 2013

**SUBJECT:** **Trainings for Fiscal Year (FY) 2014 Applications - New Budget Worksheets for Child and Adult Care Food Program Independent Centers**

**ACTION:** **Register for New Budget Worksheet Training for CACFP Independent Centers prior to Fiscal Year 2014 Application**

Trainings have been scheduled for all independent center participants of the Child and Adult Care Food Program (CACFP) for Fiscal Year (FY) 2014. The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements for the periodic submission of applications and the budget information required by independent centers participating in the CACFP. The purpose of this memorandum is to provide guidance on the implementation of these modifications to the CACFP, administered by the Michigan Department of Education (MDE).

Based upon guidance from the United States Department of Agriculture (USDA), *all* independent centers participating in CACFP will be required to submit budget information to demonstrate financial viability with their initial application per 7CFR 226.6(f)(1)(iv) and 226.6(f)(3)(iv)(A). An independent center is a single center that is not sponsored by and does not sponsor other sites. Independent centers will be required to submit the new version of the budget worksheet beginning in FY 2014 and update budgetary information as needed thereafter.

The new budget worksheet trainings are designed for staff responsible for handling the financial component for an independent center. Attached is a copy of the training registration form listing the dates, times, and locations. The training schedule is also posted on the CACFP website under Training at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp).

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Operational Memorandum #20  
Page 2

Registration is required, as seating is limited. Complete the attached registration form and fax or e-mail. Certificates will be available upon completion of the training and can be used toward the annual training required by the Department of Human Services. Questions regarding these trainings may be directed to the CACFP staff at 517-373-7391.

Attachment – Trainings for FY 2014 Applications - New Budget Worksheet for CACFP Independent Centers Registration Form

Michigan Department of Education  
Office of School Support Services  
Child and Adult Care Food Program

**TRAININGS FOR FY 2014 APPLICATIONS  
NEW BUDGET WORKSHOP  
FOR CACFP INDEPENDENT CENTERS**

Complete one registration form for each person attending  
**(PLEASE PRINT CLEARLY)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Agreement # \_\_\_\_\_ Name of Institution \_\_\_\_\_

County \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail address\* \_\_\_\_\_

\*Required to send your confirmation. If an e-mail address is not provided, a seat may not be reserved for you.

(Please mark the date and session you plan on attending)

<input type="checkbox"/> <b>JULY 11, 2013</b>  <input type="checkbox"/> 9:00 am – 11:00 am OR <input type="checkbox"/> 1:00 pm – 3:00 pm  Cadillac Place Building 3044 W. Grand Blvd Detroit, MI 48202 <i>Parking fees may apply</i>	<input type="checkbox"/> <b>JULY 16, 2013</b>  <input type="checkbox"/> 9:00 am – 11:00 am OR <input type="checkbox"/> 1:00 pm – 3:00 pm  Washtenaw ISD 1819 S. Wagner Ann Arbor, MI 48103
<input type="checkbox"/> <b>JULY 25, 2013</b>  <input type="checkbox"/> 9:00 am – 11:00 am OR <input type="checkbox"/> 1:00 pm – 3:00 pm  Genesee ISD-Davis Bldg 2413 West Maple Ave Flint, MI 48507	<input type="checkbox"/> <b>JULY 31, 2013</b>  <input type="checkbox"/> 9:00 am – 11:00 am OR <input type="checkbox"/> 1:00 pm – 3:00 pm  Kalamazoo RESA-Service Ctr 1819 E. Milham Ave Portage, MI 49002
<input type="checkbox"/> <b>AUGUST 8, 2013</b>  9:00 am – 11:00 am Traverse Bay ISD 1101 Red Drive Traverse City, MI 49696	

Fax registration form to Theresa Galbavi at (517) 373-4022,  
or e-mail registration form to: [galbavit@michigan.gov](mailto:galbavit@michigan.gov)  
(Deadline one week prior to training session)